

The City of Albuquerque and the Society for Creative Anachronism will be presenting the Albuquerque Renaissance Faire at the Anderson - Abruzzo Albuquerque International Balloon Museum on Saturday, April 26, 2014.

The application process is open to those vendors who meet the criteria and follow the guidelines in place. Space is limited. All items must adhere to quality parameters, as determined by the City Special Events Staff, and be well-matched with the event environment. The City Special Events Staff has the authorization to make the final determination on the selection of vendors. Only those vendors that have successfully completed the application will be allowed to sell and display at the event. Space locations will be determined by the City of Albuquerque.

The fee to participate in the event is \$50.00 per space.

Each vendor, upon selection, will be responsible for their own set up and tear down. There will be a variety of vendor locations/opportunities both inside and outside. Based on the type of vendor and the location of the booth, the City of Albuquerque will provide a 10x10' canopy, an 8-foot table, and two chairs for each vendor. Location preference can be selected on the application, but preference is not guaranteed.

<u>Applications must be received at City of Albuquerque Cultural Services, Special Events</u> by March 7, 2014 to be considered.

Rules and Guidelines:

- 1. Sales are only permitted between the hours of 9:00 a.m. and 5:00 p.m. You may not tear down before 5:00 p.m.
- 2. Set up must be complete no later than 8:30 a.m. Tear down must be completed no later than 7:00 p.m.
- 3. Vendors are responsible for maintaining a clean area throughout the event and are responsible for cleaning their area prior to leaving.
- 4. Sale of prepared, ready-to-eat foods and/or beverages are not allowed unless approved by Special Events Staff.
- 5. All items sold must be suitable for family events. No obscene or offensive slogans, pictures, artifacts, or drug paraphernalia allowed.
- 6. Amplified sound is not allowed at your booth.
- 7. Absolutely no personal weapons, drugs or alcohol on premises.
- 8. No live steel to be worn at the event. Displays for purchase are welcome, but all sales must be wrapped and removed from event site immediately.
- 9. All questions, concerns, and event logistics shall be directed to the Special Events Staff.
- 10. All vendors must abide by all rules and guidelines, including fair trade practices, health and safety. All sales, transactions, and orders are between the vendor and the buyer, and are to be honored.
- 11. The City of Albuquerque is not responsible for any injuries, accidents, lost or stolen items, water damage, or any hardships due to weather conditions.
- 12. A valid City of Albuquerque Business Registration MUST be displayed. To obtain a City of Albuquerque Business Registration, please call (505) 768-3463
- 13. All items exhibited and sold must be of similar type and quality to those represented in your application.
- 14. The event is a rain or shine event. Refunds will not be issued without written notice 10 days prior to the scheduled event.

ALBUQUERQUE RENAISSANCE FAIRE APRIL 26, 2014 VENDOR APPLICATION

Thank you for your interest in th	e Albuquerque Renaissance Faire!
Business Name:	
Contact Name:	
Address:	
City:	State:Zip:
Phone:	Cell Phone:
Email:	
Select location preference: Inside	e 🗌 Outside 🔲
Please provide a description of y	our products and display:
By signing below I agree to follow to persons or property while ope	w the Rules and Guidelines and I accept full responsibility for any loss, injury or damage rating at the event.
You will be notified by email if yo will be required.	our application has been approved. Upon acceptance, more information and payment
•	with the Special Events Section of the Cultural Services Department are not guaranteed uarantee a booth space for the event described in this document.
Signature:	Date:
Printed Name:	

Return form by March 7th to:

Mail to: CSD/Special Events – Renaissance Faire

PO Box 1293

Albuquerque, NM 87103-1293

Email information to: bortiz@cabq.gov Fax information to: (505) 768-2846

Questions: (505) 768-3556